

Application to Join PVG

Guidance for Applicants

You have been given these guidance notes as you are applying to join the PVG Scheme to carry out regulated work (either paid or unpaid) with a voluntary organisation.

Your form will be sent to us (Volunteer Scotland Disclosure Services) to be countersigned before being sent to Disclosure Scotland for processing. After processing, 2 copies of the disclosure certificate will be printed. Disclosure Scotland will send your copy to you and we will send the other one to the organisation you are applying to work / volunteer with.

If you want to understand more about the disclosure process, we have provided a short video presentation on our website - in the "Disclosure Services – For Individuals" section. You can also find a narrated video version of these notes there.

Please take time to read the guidance as any errors will cause delays in processing your form. If you need any assistance, please call our office on 01786 849777, option 2 or email us at disclosures@volunteerscotland.org.uk.

Do

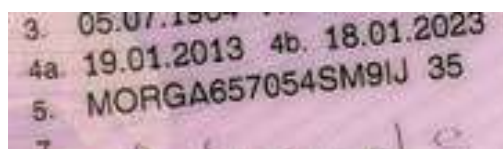
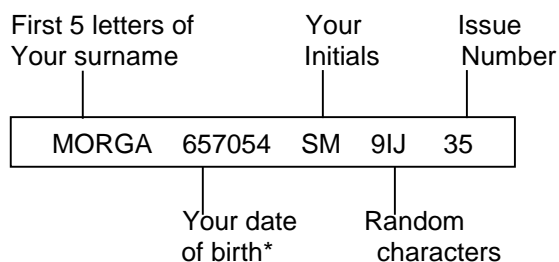
- Complete all questions highlighted in yellow in sections A, B and C as these are mandatory fields which must be fully completed.
- Complete the application in CAPITAL LETTERS, using black or blue ink and ensure all information is kept within the boxes as the application will be scanned and electronically stored by Disclosure Scotland.
- Leave an empty box between each word.
- Use correction fluid or draw a line through any mistakes.
- Ensure any additional information which you need to send with your application is provided on a separate piece of paper and attached to the inside of application.
- Check that the application is correctly completed.
- Pay special attention to sections B23 to B39 as this is where most mistakes are made.
- **Do Not**
- Write over the edges of the boxes
- Complete this form if you are already a PVG Scheme Member

Quick Guide

Please complete sections A1 to C2. Whoever is responsible for paying for your PVG certificate should complete sections D1-D10. You should clarify this with the person who gave you this form. Detailed guidance is given below.

- A1 Please cross "Scheme Record".
- A2 Please cross the workforces (children and/or protected adults) you will be working/volunteering with. You should speak to the person who gave you this form to check that you are joining the PVG Scheme for the right workforce(s). You should be aware that you will be committing an offence if you apply to join a workforce which you are barred from.
- A3 Please cross 'No' as online accounts are not available through us.
- B1 Please cross the box next to your title. If your title does not appear in the list, please give your title in section marked 'Other'. If you have more than one title, you should provide the title you would like to appear on your certificate.

- B2 You should provide the surname you are currently known by.
- B3-4 You should provide your first name. If you have any middle names, they must be provided here. You can continue onto B4 if necessary.
- B5-12 You must cross 'Yes' if you have **ever** been known by **any other names** and provide those names in sections B6 to B11. If your title in B1 is 'Mrs' you must cross yes and provide your surname prior to marriage in the section below, **even if your surname has not changed**. If you need to provide more names than sections B6 to B11 allow, please cross section B12 and provide the additional information on a separate piece of paper.
- If you were adopted, you do not need to provide your surname at birth if you were adopted before you were 8 years old.
 - If you are transgender and want to keep this information private, please call our helpline (01786 849777, option 2) for advice on completing your application.
- B13 Please provide the surname used by your mother/adopted mother from birth or the name she was known by prior to marriage.
- B14 Please provide your date of birth in the format DDMMYYYY
- B15 Please cross the appropriate box.
- B16 Please provide the name of the town where you were born.
- B17 Please provide the country where you were born.
- B18 Please provide your nationality.
- B19-22 Please provide the relevant details to allow us to contact you if necessary. This can speed up the handling of any queries there may be about your form. If we need to contact you, we will use your daytime telephone number. If you provide an email address, Disclosure Scotland will use this as their preferred contact method. You must only provide a personal email address as they may send personal or sensitive information to this email address.
- B23-24 Please answer 'Yes' or 'No' at B23. If you answer 'Yes', you must provide your full national insurance number in the format LL NN NN NN L in B24. If you are over 16 and a UK national, you **must** provide your national insurance number.
- B25-27 Please answer 'Yes' or 'No' at B25. Please note that if you answer 'Yes', you **must** provide your passport number in B26 and the country it was issued in **must** be given in B27.
- B28-30 Please answer 'Yes' or 'No' at B28. If you answer 'Yes', you **must** provide your driving licence number in B29 and the country it was issued in **must** be given in B30. Any middle names shown on your driving licence **must** be given in section B4. A provisional driving licence should be treated the same as a full driving licence. If you hold a UK driving licence, the number can be found at point 5 of your photo card in the following format



* The second and third numbers are the month of birth. If the holder is female, 5 is added to the first number of the month (0 will become 5 and 1 will become 6).

B31-33 Please answer 'Yes' or 'No' at B32. If you answer 'Yes', you **must** provide your National Identity Card number in section B32 and the country it was issued in must be given in B33.

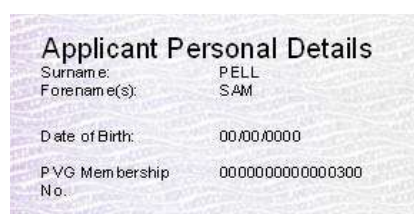
B34 If you have a national entitlement card which has been issued by a Scottish Local Government office, you should enter the number here. Some examples of national entitlement cards are Young Scot Card, Concessionary Travel Pass and One Scotland Card. There may be other national entitlement cards which are not listed here.

B35 If you have an electricity supply to your home, you should enter the 21 digit electricity supplier number here. The number will be given on your electricity bill in the following format

S	01	123	456
	16	6789 0123	222

B36-37 Please answer 'Yes' or 'No' at B36. If you answer 'Yes', you **must** provide your PVG Scheme Membership Number in section B37. **You should only cross 'Yes' if you have previously joined the PVG Scheme but have since left the scheme.** If you have left the scheme and now wish to join again, you should attach a note explaining this, otherwise your form will be returned and you will be asked to complete an Existing Member Application.

Your 16 digit PVG Membership Number can be found on your certificate, under your date of birth, as shown in the example below



If you have not advised Disclosure Scotland that you wish to leave the scheme, you will still be a member and should complete an Existing PVG Scheme Member Application.

Please contact Disclosure Scotland on 0870 609 6006 if you need to check if you have left the scheme. They will carry out a security check before providing this information.

B38-39 Please answer 'No' at B38 and leave B39 blank. ISA was formerly the Independent Safeguarding Authority in England and Wales, but no longer exists.

B40-82 Please provide your full current address including postcode. You must provide the date you moved into this address in section B45 in the format MMYYYY. Please note that you must provide a full 5 year address history.

If you have lived at this address for less than 5 full years, you should provide your previous addresses in sections B47-B81 until a full 5 year address history is given. The resident from date must be given for each address in the format MMYYYY. Addresses must be given in the correct date order (most recent first and working backwards). If you need to provide more than 6 addresses, please cross B82 and provide further previous addresses on a separate sheet of paper until a full 5 year address history is given.

If you live away from home or have 2 current addresses, you should enter the address where you would like the certificate to be sent in sections B40-B46 and provide your other current address in sections B47-B53 and attach a note explaining this.

B83-87 Please answer 'Yes' or 'No' at section B83. If you answer 'Yes', you must provide the code given in the table below for your regulatory body in section B84 and your registration number in B85. You should continue in sections B86 and 87 if you are registered with more than one regulatory body. You can continue on a separate sheet of paper if necessary. If your regulatory body is not listed below, you should not provide your registration details.

Regulatory Body Name	Code	Regulatory Body Name	Code
Care Inspectorate	101	General Chiropractic Council	102
General Dental Council	103	General Medical Council	103
General Optical Council	105	General Osteopathic Council	106
General Teaching Council for Scotland	107	Health Professions Council	108
Nursing and Midwifery Council	109	General Pharmaceutical Council	110
Scottish Social Services Council	111		

C1-C2 Please read the application to check that the information provided is accurate and that all sections highlighted in yellow in sections A, B and C are completed. You should then read the declaration in Part C, sign section C1 and enter the date you are signing the application in section C2 in the format DDMMYYYY.

When you sign the form you are confirming that you are not barred from regulated work with the workforces crossed at A2 and that you are requesting a disclosure for lawful purposes (usually to work with children or protected adults).

D1-D10 This should be completed by the organisation where you will be working / volunteering.

Please return your application form to the person who issued it to you as the organisation will now need to complete certain sections of the application form before they send it to us.

What happens next and is there anything I need to know?

You should read the 1-page leaflet “Responsibilities of PVG Scheme Members”, available in the “Disclosure Services – Resources” section of our website.

Identification check

You will need to provide identification to allow the organisation to confirm your identity. You should speak to the person who gave you the form to check what identification they want to see: either one document with a photograph and one document with your current home address or 3 documents, 2 of which must have your current home address (issued within the last 3 months).

If you leave your position

Please note that if you stop working or volunteering for the organisation that this application relates to, you should contact Disclosure Scotland on 0870 609 6006.

When will I get my certificate?

The timescale varies depending on how much information needs to be checked and on how busy the services are, Disclosure Scotland publishes the average turnaround times on its' website www.disclosurescotland.co.uk. If you want to check on the progress of your application, please call Disclosure Scotland on 0870 609 6006. If they have not received your application, please contact the organisation who can call us to check.

If your personal details change

You should contact Disclosure Scotland on 0870 609 6006 if you change your name, address or gender. Disclosure Scotland will let you know what they need you to send to them.

If you have a new conviction

Disclosure Scotland will continue to update your record with any new vetting information (e.g. convictions). Disclosure Scotland will not contact your employer with this information unless you become barred or considered for listing. If this happens, Disclosure Scotland will notify all organisations you do regulated work for.

Please keep your certificate safe: you will need your PVG Membership Number if you need to complete another PVG form in the future.